

HOUSEKEEPING SUPERVISOR – FURSTENHOF HOTEL

Key Responsibilities:

- Assist with supervising all housekeeping team members.
- Inspect cleanliness of guest rooms, corridors and service elevator landings and provide feedback when cleanliness standards are not met.
- Verify and report status and/or discrepancies of rooms.
- Monitor work schedules, lost and found program, store rooms, carts and designated inventories
- Perform Room Attendant duties when required to by Management.
- Assist in performance evaluations of Room Attendants and Public Area Attendants.
- Respond to special guest requests in a timely, friendly and efficient manner.
- Assist with onboarding and train new hires on required duties and responsibilities.
- Resolve guest concerns related to cleanliness issues and ensure cleanliness standards are met.
- Run required housekeeping reports, conduct morning pre-shift meetings and coordinate room floors cleaning allocation.

Qualifications and Skills Required:

- 3 years housekeeping experience
- Excellent interpersonal and communication skills.
- Computer literate.
- Commitment to delivering a high level of customer service.
- Ability to work under pressure.
- Excellent grooming standards.

CLOSING DATE: 31 March 2026

APPLICATION PROCEDURE:

Applications should be sent to recruitment@united.com.na . Please note that **ONLY** shortlisted candidates shall be contacted. For more information on the positions advertised above visit www.uaginvestments.com.na

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